

# Electronic Timekeeping System (ETS) Training Manual

There are three major roles and levels of security that govern the use of ETS and each level of security allows the user access to certain areas, screen, menu bars and command buttons. The major roles in ETS include the following:

- The Supervisor/Manager (Approver)
- The Timekeeper
- The Division of Human Resources Staff

## **The Employee/Timekeeper:**

The web based timekeeping system was designed and developed to enable employees to better collect, submit for approval, and track time and attendance information. This system reduces the complexity of entering and maintaining time and attendance information and ensures a secure electronic connection to the Personnel Cabinet's Payroll Time and Labor (PTL) system, which maintains leave balances and information necessary for the State Treasury to issue pay checks.

The following are screens; menu bars and command buttons that will be utilized by the employee:

- ETS Welcome Screen
- ETS Menu Bar
- ETS User Information Frame
- Time Summary Screen (View Only)
- Time Entry Screen
- Leave Balance Window (View Only)
- Work Schedule Screen (View Only)
- Employee Information Window (View Only)
- Different Pay Period Screen (View Only)

## **The Timekeeper:**

The web-based timekeeping system was designed and developed to enable timekeepers to better collect, submit for approval and track time and attendance information. This system greatly minimizes the effort required by timekeepers on or near pre-established time and attendance information deadlines. The system allows timekeepers to monitor time and attendance information on-line, update relevant information on-line, and eliminates the requirement for manual keying of time and attendance information before payroll is run.

The following are screens, menu bars, and command bars that a timekeeper would utilize in his/her role as an agency timekeeper. These are in addition to

the options listed above that the timekeeper will utilize when performing time and attendance functions relative to his/her personal time and attendance information.

- ETS Timekeeper Menu Bar
- Timekeeping/Approvals Screen (contains information for only those employees for which the timekeeper has been granted approval/responsibility)
- Approvers Maintenance Screen
- Reports Screen

**Supervisor/Manager/PVA Approver:**

The timekeeping system was designed and developed to enable supervisors/managers to better collect, submit for approval and track time and attendance information. Features, such as electronic authorization and control, provide a secure and centralized storage of all time and attendance records with embedded formulas and calculations. This system eases the complexity of entering and maintaining time and attendance information for employees. Embedded formulas and calculations eliminates the necessity for supervisors to spend an inordinate amount of time each pay period reconciling beginning leave balances, time used/earned, and ending leave balances.

The following are screens, menu bars, and command bars that a supervisor/manager would utilize in his/her supervisory role. These are in addition to the options listed above that the supervisor will utilize when performing time and attendance functions relative to his/her personal time and attendance information.

- ETS Supervisor/Manager Menu Bar
- Approve Button
- Disapprove Button

It is important to remember that ETS is NOT a sign-in/sign-out log for employees. It **IS** an enforcement tool of exception reporting based on the employee's approved work schedule entered into the system. It is a matter between the employee and his/her supervisor/manager to ensure that the approved time and attendance information is entered and approved accordingly.

## **I. ETS FUNCTIONS PERFORMED AS AN EMPLOYEE:**

### **A. HOW TO ACCESS ETS**

ETS is a web-based timekeeping system. Because of the web-based technology, only Finance and Administration Cabinet staff can access it. It is displayed using Finance and Administration Cabinet personal computers with Microsoft's Internet Explorer and Windows NT software servers.

The information below contains pictorial views of how to launch and utilize ETS.

To open ETS, click on the icon listed below on your personal computer. Every Finance and Administration Cabinet employee will have this icon loaded on his/her PC.



Clicking the icon pictured above will automatically access the Welcome Screen pictured below:



This screen will appear for 10 seconds then the appropriate Time Summary Screen and Menu Bars will appear automatically without intervention from you. You can also single click anywhere on this screen to advance to your Time Summary Screen without waiting the required 10 seconds.

For security reasons, the system will automatically log you out should activity in the system remain idle for at least 40 minutes. As an additional security safeguard, each employee is required to have and use a password protected screen saver as well.

## **B. ETS MENU BARS ACCESSIBLE TO ALL EMPLOYEES:**

The Time Summary Screen shown below is automatically displayed on the employee's PC after the Welcome Screen has timed out.

Time Summary   Work Schedule   Employee Info   Different PayPeriod   Help   Exit																								
Name : John Doe Employee					Pay Period Ending : March 15, 2002					OT Status : 1					AWS Option : A					Appr				
Print					Submit																			
DATE	REG HRS	Start	Start	Start	Start	Start	COMPTIME EARNED			NORMAL LEAVE HOURS TAKEN				REASON-JUSTIFICATIONS	APPROVED		LEAVE W/O PAY	W/O PAY APPROVED		AD				
							1.0	1.5	Paid @1.5	Annu	Sick	Comp	Hday		YES	NO		YES	NO		Blood			
3/1	7.50															<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				
3/2	0.00															<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				
3/3	0.00															<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				
3/4	7.50															<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				
3/5	7.50															<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				
3/6	7.50															<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				
3/7	7.50															<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				
3/8	7.50															<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				
3/9	0.00															<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				

### ETS Main Menu:

Below is the ETS menu bar. This is the standard tool bar available to all employees, supervisors, managers and timekeepers. Timekeepers and supervisors/managers will have access to other menu bars, which will be discussed later.

TimeSummary	WorkSchedule	Employee Info	Different PayPeriod	Help	Exit	Return
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### Time Summary:

The Time Summary Screen reflects time and attendance information that has been entered for the pay period shown as Pay Period Ending: under the menu bar at the top of the time summary screen. The default is the current pay period according to the system clock. The Time Summary Screen contains certain information that is automatically transferred from information in ETS. **Please note:** There is a difference if the employee is also a timekeeper or supervisor/manager. The timekeeper or supervisor/manager will have a **My Time Summary** option rather than the Time Summary option. The standard navigation bar and user information remain at the top of every screen.

**Work Schedule:**

By clicking on this menu choice, the user will view only their approved work schedule. Employees cannot change their schedule, but must submit the appropriate paperwork to the supervisor to be approved. Either timekeepers or the supervisor/manager must make all work schedule changes.

**Employee Info:**

By clicking on this menu choice, the user will see a window that displays key information about that particular employee such as their name, their position number, employment type, overtime status and work schedule option. This information is view only for all employees.

**Different Pay Period:**

By clicking on this menu choice, the user will see a window with a drop down box that allows the user to choose and view timesheets from pre-defined pay period dates and ranges. This information is view only for all employees.

**Help:**

By clicking on this menu choice, the user will see the ETS on-line help instructions.

**Exit:**

By clicking on this menu choice, the user will close ETS and return to the Internet.

**C. ETS USER INFORMATION FRAME:**

Name : John Doe      Pay Period Ending : May 15, 2002      OT Status : 1      AWS Option : D      NOTSUBMITTED

This frame and its contents remain on every screen. It is unique to the user that is logged on. This information comes from information stored in UPPS and can not be updated by the employee.

- Name: This information reflects the employee's name as it is recorded on the official request for personnel action (P-1). The first thing you should always do when accessing ETS Time Summary Screen is check to ensure that your name is listed in the **NAME** field at the top of the screen. **This is especially important for timekeepers and managers as they will have access to several employees' timesheets.**
- Pay Period Ending: This field reflects the current pay period.
- OT Status: This is the current overtime status as recorded on the employee's official request for personnel action (P-1). This overtime code can only be changed by HR staff after the appropriate paperwork is completed, approved by supervisor, and submitted to HR.
- AWS Option: This is the employee's current Alternate Work Schedule. This information reflects the most recent work schedule approved by the



employee's supervisor and entered in ETS by the employee's timekeeper, supervisor or HR payroll staff. An employee cannot change his/her own work schedule in ETS.

#### D. HOW THE EMPLOYEE ENTERS TIME AND ATTENDANCE INFORMATION IN ETS:

After the Welcome Screen times out, or the employee clicks the screen, the Time Summary sheet is displayed.

DATE

3/1

3/2

3/3

3/4

3/5

3/6

3/7

3/8

3/9

DATE	REG HRS	Start/End					COMPTIME EARNED			NORMAL LEAVE HOURS TAKEN				REASON-JUSTIFICATIONS	APPROVED		LEAVE W/O PAY	W/O PAY APPROVED		AD
		Start	Start	Start	Start	Start	1.0	1.5	Paid @1.5	Annu	Sick	Comp	Hday		YES	NO		YES	NO	
<u>3/1</u>	7.50														<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<u>3/2</u>	0.00														<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<u>3/3</u>	0.00														<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<u>3/4</u>	7.50														<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<u>3/5</u>	7.50														<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<u>3/6</u>	7.50														<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<u>3/7</u>	7.50														<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<u>3/8</u>	7.50														<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<u>3/9</u>	0.00														<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

The time summary screen is for viewing only. Information cannot be entered on this sheet. Also, once time and attendance information is submitted by the employee and approved by the supervisor, the time summary sheet is locked and cannot be altered. The Time Summary Screen contains certain information that is automatically transferred from information in UPPS.

- Date: this is a date that is hyperlinked to the ETS system. The dates are color-coded. They appear blue if the date is a weekday and pink if a

weekend date. The colors may be different based on local PC settings. Dates cannot be changed by employee, timekeepers or managers.

- Regular Hours: This field reflects actual hours scheduled to work (or hours left to work if exceptions have already been entered in ETS). This number is based on the Normal Work Schedule (Week 1 and Week 2) coming from the employee's work schedule in ETS. Regular hours are based on a workweek that is from 12:01 a.m. Sunday morning through 12:00 midnight Saturday. The regular hours cannot be changed except through the work schedule change process. The date is also system generated.

### **Steps to follow in entering time and attendance information:**

Here is an example of how you access the time entry screen from the time summary sheet.

- Double click on the date for which you want to enter time exceptions that is listed on either the left-hand side or right-hand side of the Time Summary Sheet. (example above)
- Clicking the appropriate date will automatically take you to the Time Entry Screen. When clicking on the date link, the employee is taken to the Time Entry Screen for that date and the cursor is "parked" at the top left waiting for input. The purpose of the Time Entry Screen is to allow the employee, timekeeper or supervisor/manager to enter exceptions to the work schedule on a daily basis. Several edits and validations have been added to ensure that time and attendance rules and regulations are followed. The Time Entry Screen also contains the Leave Balances Window, which shows employee leave balances as of that day. There are several options for error messages on this screen that assist the user in entering time and attendance information correctly.



Name : **John Doe Employee** Pay Period Ending : March 15, 2002 OT Status : 2 AWS Option : B Status :

Date : 3/1/02 Friday Regular Hours : 7.50

Actual Hours Used/Earned					Annual	Sick	Comp	Donated	Recvd	Time Balances
Start					10.00	8.00	12.00	Annual		Beginning Balances
End					0.00	0.00	0.00	Sick		Time Used
					0.00	0.00	WOP			Time Cannot be used u
							0.00	0.00	PaidOT	10+/20+ COMP AND WOP TI
								BLK 50		Paid Overtime Hours @
								0.00	Family	Block 50 Payment Du
					10.00	8.00	12.00	0.00		Ending Balance- Hours
					1.33	1.07	1.60	0.00		Ending Balance - Day
Normal Leave Hours Taken					WW1	WW2	WW3	Calculations for each work week (Current PP		
Annual		Sick		Comp			30.00	Hours Worked-Last Week Prev.Pay Period		
Blood		Vote		Family			37.50	Worked Hours to Qualify for Time & a Half		
Election		Military		Govt Drect			37.50	Worked Hours Forwarded to Next PP		
				Adpt			0.00	Split Work Week- Time Carried Over to Next PP		
Reasons :					PP1	PP2	Total	Calculation for Earning Annual and Sick Leave		
Leave W/o Pay :					82.50	0.00	82.50	Total Paid Hours for this calender Month		
							100	Total Paid Hours Required to Earn Annual Sick		

Save Save/Next Previous Next Clear

- Once you are in this screen you can update the time entry records as long as the records have not previously been submitted and approved. Any updates to previously approved timesheets must be approved by the supervisor, and submitted to the Human Resources Division, Payroll Branch. All changes to this screen will be made through UPPS by Payroll Staff.
- When entering time and attendance information (exceptions from the approved work schedule/leave time take or compensatory time earned or overtime worked), enter the start time of the leave time taken, comp time earned or overtime worked in the first "Start" box on the time entry screen. Then enter the end time in the "End" box. (Example: An employee is scheduled to work from 8:00 a.m. to 4:30 p.m. The employee leaves work at 3 p.m. You would enter the start time as 3:00 p.m. and the end time would be entered as 4:30 p.m.)
- There are five sets of blocks available to enter time exceptions each day.
- Time entered is based on the quarter hour rule (i.e.: all time and attendance information entered will be calculated on a quarter hour basis only. For example, if an employee enters a start time of 8:10 a.m. and was scheduled to start work at 8:00 a.m., ETS will automatically prompt the employee to allocate .25 leave to one of the categories listed). There are some time saving features built into the time entry screen.



## F. OVERTIME EARNED:

CompTime Earned*			CompTime Carried In*	
Comp 1.0	Comp1.5	OT Paid 1.5	Comp1.5	OT Paid 1.5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This area contains three (3) fields for each day. This information is system generated based on the employee's overtime status code contained in ETS. When time worked outside the regular hours available to work on the employee's approved work schedule is entered in the start and end time boxes, one of the boxes (Comp Time 1.0, Comp Time 1.5 or Over Time Paid 1.5) will be automatically filled in. These fields are not updatable by the employee.

- Comp Time 1.0 applies to an exempt employee (OT Status of 1) who is only eligible to earn compensatory time at an hour-for-hour rate.
- Comp Time 1.5 applies to a non-exempt employee (OT Status of 2) who is eligible to earn compensatory time at a time-and-a-half rate for all hours worked over 40 in any given workweek.
- Over Time Paid 1.5 applies to a non-exempt employee (OT Status of 3) who is eligible to be paid as actual compensation at a time-and-a-half rate for all hours worked over 40 in any given workweek.

## G. NORMAL LEAVE TAKEN:

This area contains 12 fields to be used to input information for the specified day in the pay period. After start and end times are entered, a message will prompt the employee to allocate a specified number of hours to Normal Leave Hours taken.

- After each start and end time entry is made, ETS will prompt the employee to allocate a certain number of hours as leave taken to one of the options listed (ie: annual, sick, etc.) See example below:

Date :	4/18/2005	Monday	Regular Hours :	7.50
<b>Hours Used/Earned</b> ?				
Start	9:00 AM			
End	10:00 AM			
<b>CompTime Earned*</b>				
CompTime 1.0	CompTime 1.5	OverTime Paid 1.5		
<b>Normal Leave Hours Taken</b>				
Annual		Sick		Comp
Blood		Vote		Holiday
Election		Military		Family
				Jury/Court
				Govt
				Drct
				AWL
Allocate 1.00 Hr To Normal Leave Hours Taken				
Reasons :				Leave W/o Pay :
Save	Save/Next	Previous	Next	Clear

The employee can choose to allocate leave time taken as follows:

- Annual – Annual leave hours taken off during the regular work day.
- Sick – Sick leave hours taken off during the regular work day.
- Comp – Compensatory leave taken off during the regular work day.
- Holiday – Authorized holiday leave taken off during the regular work day. All holidays are programmed into the system as 7.50 or 8.00 hours of holiday leave, which does not require the employee to enter start and end times for the holiday.
- Blood – Authorized, pre-approved, leave for the donation of blood during the regular work day. Policy allows 4 hours of blood leave if pre-approved. However, if the employee does not use all four hours to donate blood and returns to work, he/she is entitled to the difference as straight hour-for-hour compensatory time earned.
- Vote – Authorized, pre-approved, leave to vote during regular work hours. Policy allows for 4 hours of voting leave if pre-approved. However, if the employee does not use all four hours to vote and returns to work, he/she is entitled to the difference as straight hour-for-hour compensatory time earned.
- Family – Authorized Family Medical Leave hours used during a regular work day.
- Jury – Authorized leave from work to serve as a member of a jury, or to respond to a court subpoena, during a regular work day.
- Election – Authorized leave from work to perform volunteer duty at the election polls during a federal, state or local election that occurs during a regular work day.

- **Military** – Authorized leave to perform military service during a regular work day. The parameters of the statute governing military leave (i.e.: the limit of 75 hours of military leave per federal calendar year (October through September) is not defined in ETS. The employee, supervisor and timekeeper must keep up with Military Leave used to ensure that the employee is in compliance with the applicable statute.
- **Government** – Government/Agency directed leave is leave authorized by direction of the state or agency in emergency or other situations.
- **AWL** – Adverse weather leave is an authorized leave used when weather affects an employee's ability to report to work. Policy allows the employee to make up the time in a certain time period, which is not tracked by ETS.

Leave time taken cannot exceed the employee's leave balances available for that pay period. If time is entered in excess of the available balance, an error message will be generated for the employee.

- **Reasons** – ETS contains one field per day that allows the employee to enter a text message to further explain the exception entries for the day.
- **Leave Without Pay** – This field is reserved for the authorized employee to enter time off that is to be reported as Leave Without Pay as appropriate. WOP hours for the day plus Hours Worked and Leave Taken cannot be greater than the regular hours to be worked on that day.

## **H. EXITING THE TIME ENTRY SCREEN:**

After all start and end times are entered and time is allocated to the appropriate totals box, the employee may choose one of the four options listed at the bottom of the Time Entry Screen as follows.



- **Save:** If this option is clicked by the employee, the button will command ETS to save the time entry records for the specific date. This command will return the user to the Time Summary Screen.
- **Save/Next:** If this option is clicked by the employee, the button will command ETS to save the time entry records for the specific date. Additionally, the user will be taken to the next available date on the Time Entry Screen, which may be any day of the week including Saturday or Sunday.
- **Previous** – If this option is clicked by the employee, this button will command ETS to NOT save the time entry records for the specific date



shown. However, the user will be taken to the Previous Available Date on the Time Entry Screen.

- Next – If this option is clicked by the employee, this button will command ETS to NOT save time entry records for the specific date shown. However, the user will be taken to the Next Available Date on the Time Entry Screen.
- Clear – If clicked by the employee, this button will command ETS to NOT save the time entry records for the specific date shown on the drop-down box. This command will also clear all unsaved time entries in the fields allowing “clear” entries.

## **SUBMITTING THE TIMESHEET FOR APPROVAL:**

After the employee has entered all time and attendance exceptions for the pay period, he/she must:

- Review all information contained on the Time Summary Screen to ensure that it is correct as entered;
- Submit the timesheet to his/her supervisor for approval at the end of the pay period. The supervisor will communicate the required time for this to be done to the employee. To submit the timesheet to the supervisor, the employee clicks the “SUBMIT” button listed at the top of the Time Summary Screen.
- Understand that the information on the Time Summary CAN NOT be changed after it is submitted to the supervisor for review and approval.
- Contact the supervisor if an error is found after the timesheet is submitted. The supervisor can then “Disapprove” the timesheet, which will release it to the employee for further corrections and updates provided that the supervisor has not approved the timesheet.

## **I. SPECIAL NOTE ON ENTERING BLOOD AND VOTE LEAVE:**

Annual	<input type="text"/>	Sick	<input type="text"/>	Comp	<input type="text"/>	Holiday	0.00
<b>Blood</b>	<input type="text"/>	<b>Vote</b>	<input type="text"/>	Family	<input type="text"/>	Jury/Court	<input type="text"/>
Election	<input type="text"/>	Military	<input type="text"/>	Govt Drct	<input type="text"/>	AWL	<input type="text"/>

The blood and vote buttons are raised, colored buttons awaiting command. To use either blood or vote leave, the employee must FIRST click on either of these buttons as appropriate for type of leave being utilized. After clicking the button, the cursor is repositioned above in the start/end blocks located to the farthest right of the time entry screen. The employee enters the actual start and end times used to donate blood or vote (time out of the office) and hits the enter key,

the tab key or clicks the mouse anywhere outside of this field. ETS will then automatically calculate the blood or vote time and compensatory time allowed by the approver if appropriate and enters the appropriate leave in either the vote box, or the compensatory time earned box. Example: The employee is scheduled to work from 8:00 a.m. to 4:30 p.m. on Election Day. The employee votes on the way to work and works for the rest of the day. The employee would click on vote, enter the 8:00 to 8:30 a.m. in the start and end times of the box located at the right side of the Time Entry Screen (where cursor is automatically repositioned). ETS will then automatically allocate .50 in vote leave and 3.50 in straight comp earned (Comp 1.0).

## I. LEAVE BALANCE WINDOW:

This information is contained on the right hand side of the time entry screen.

Name : **John Doe Employee** Pay Period Ending : March 15, 2002 OT Status : 2 AWS Option : B Status :

Date : 3/1/02 Friday Regular Hours : 7.50

Actual Hours Used/Earned					Annual	Sick	Comp	Donated	Recvd	Time Balances
Start					10.00	8.00	12.00		Annual	Beginning Balances
End					0.00	0.00	0.00		Sick	Time Used
					0.00	0.00		WOP		Time Cannot be used v
							0.00	0.00	PaidOT	10+/20+ COMP AND WOP TI
									BLK 50	Paid Overtime Hours @
								0.00	Family	Block 50 Payment Du
					10.00	8.00	12.00	0.00		Ending Balance- Hours
					1.33	1.07	1.60	0.00		Ending Balance - Day
Normal Leave Hours Taken					WW1	WW2	WW3	Calculations for each work week (Current PP		
Annual		Sick		Comp			30.00	Hours Worked-Last Week Prev.Pay Period		
Blood		Vote		Family			37.50	Worked Hours to Qualify for Time & a Half		
Election		Military		Govt			37.50	Worked Hours Forwarded to Next PP		
				Drcr			0.00	Split Work Week- Time Carried Over to Next PP		
				Adpt			PP1	PP2	Total	Calculation for Earning Annual and Sick Leave
							82.50	0.00	82.50	Total Paid Hours for this calender Month
									100	Total Paid Hours Required to Earn Annual Sick

Reasons :  Leave W/o Pay :

Save Save/Next Previous Next Clear

- Beginning Balances - These fields reflect leave balances available to the employee to be used at the beginning of the specific pay period. These

balances are loaded directly from UPPS each night. This may cause a discrepancy in leave balances for a few days after the end of the pay period until the Department of Personnel runs payroll for the previous pay period. The balances will update and be correct after payroll is complete. Beginning Balances also include any donated and received sick or annual leave processed during the pay period.

- Time Used - These fields reflect all leave time used and entered on the Time Entry Screen for the specific pay period.
- Annual/Sick Accrual Rate - These fields reflect the amount of annual and sick hours the employee earns per month, provided a minimum of 100 hours have either been worked or used as approved leave in any given month. These amounts are determined by the employee's months of service and are populated from UPPS. This time is earned only if the employee works, or is on approved paid leave, for 100 or more hours in any given calendar month. The time is earned on the last day of the pay period at the end of the month (30<sup>th</sup> or 31<sup>st</sup>), but cannot be used until after the first day of the following month.
- Comp and WOP Earned – These fields reflect any compensatory time earned and leave without pay used for the specific pay period.
- Paid OT – This field refers to any 1.5 overtime paid for the specific pay period.
- 10+/20+ - This field reflects hours earned automatically when the employee reaches their 10 and 20 year anniversary date, which is 75.00 hours at each anniversary date. The sick leave balances will automatically be increased by 75.00 sick hours. This time is loaded from UPPS and entered in Sick Beginning Balances in the next pay period following the anniversary date.
- BLK 50 – This field refers to any payment due for a block of 50 hours of compensatory time earned for the specific pay period. This occurs automatically when the employee's compensatory leave balance equals or exceeds 240 total hours in accordance with statutes and regulations governing payroll. If a block 50 payment is issued, the employee's comp leave balance will automatically be reduced by 50 hours.
- Family – This field refers to all Family Medical Leave that has been used during the calendar year. This total automatically resets to zero (0) at the beginning of each calendar year.
- Ending Balances – Hours – These fields reflect the employee's ending leave balances as total hours after ETS timesheets are processed and approved for the specific pay period.
- Ending Balances – Day – These fields reflect the employee's ending leave balances as total days after ETS timesheets are processed and approved for the specific pay period.
- Work Week 1, Work Week 2 and Work Week 3 - This information is related to a pay period that begins and ends on days other than Mondays or Fridays. ETS runs continual calculations on hours worked in any given week (full week, or split work week) and determines whether or not the

hours worked should qualify the employee to earn compensatory time at a time-and-one-half rate or be paid at a time-and-one-half rate for any hours worked in any given work week in compliance with the Fair Labor Standards Act and Commonwealth of Kentucky policies, procedures, statutes and regulations

## II. WORK SCHEDULE SCREEN:

Electronic Timekeeping System - Microsoft Internet Explorer

My TimeSummary | TimeKeeping | Approvers Maintenance | BackUp Maintenance | Reports |

TimeSummary | WorkSchedule | Employee Info | Different PayPeriod | Help | Exit | Return

Name : TROY D ROBINSON Pay Period Ending : April 30, 2005 OT Status : 1 AWS Option : A NOT SUBMITTED

NORMAL WORK SCHEDULE WEEK ONE ?					
TIME:	START	LUNCH		END	HOURS
Sun	OFF	OFF	OFF	OFF	0.00
Mon	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50
Tue	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50
Wed	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50
Thu	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50
Fri	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50
Sat	OFF	OFF	OFF	OFF	0.00
Effective Date: 3/1/1999					TOTAL 37.5

NORMAL WORK SCHEDULE WEEK TWO					
TIME:	START	LUNCH		END	HOURS
Sun	OFF	OFF	OFF	OFF	0.00
Mon	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50
Tue	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50
Wed	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50
Thu	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50
Fri	8:00 AM	12:00 PM	1:00 PM	4:30 PM	7.50
Sat	OFF	OFF	OFF	OFF	0.00
TOTAL					37.50

Done Local intranet

Start Electronic Timekeepin... Microsoft Word - Docume... 10:00 AM

The work schedule screen enables the employee to view their current approved work schedule utilized in ETS to make leave balance calculations. This screen also enables the designated timekeeper or approver to update the employees effective work schedule.

Employees have two options from which to choose a work schedule as follows:

1. Option A – Standard state government default work schedule. This schedule reflects a schedule of working five days a week, Monday through Friday, from 8:00 a.m. to 4:30 p.m. with a lunch period from 12:00 noon to 1:00 p.m.
2. Option B – This option reflects a schedule of working five days a week, Monday through Friday, 7.50 hours per day, but with flexibility related to start and end times as well as lunch breaks. This option must be requested by the employee by completing the appropriate form, approved by the supervisor and submitted to the timekeeper for necessary changes to be made to work schedule.

- **Normal Work Schedule Week One & Normal Work Schedule Week Two** - These are headings to the fields that contain the employee's approved and effective work schedule. This screen is view only by the employee, but can be edited by the timekeeper, supervisor or manager. When start, lunch and end times are being entered in the work schedule screen, ETS will check to ensure that the time being entered is in an acceptable time format. If the entry is incorrect, the entry will be stopped with the display of an explanation message.
- **Hours** - The hours available to be worked in any regular work day is automatically populated after the start, end and lunch times are entered.
- **Total hours** - refer to the total scheduled hours to be worked in Work Week 1 and Work Week 2. These hours are always either 37.50 or 40.00. Any other hours indicates a work schedule entered incorrectly.
- **Effective Date** - This is the effective date of the work schedule being entered. This can only be a Monday and must be a date before the beginning of the pay period in which the work schedule is to become effective. For example if the first day of the pay period is a Monday, May 2, 2005, this would be the effective date of the work schedule being entered to be effective for the first pay period in May. However, if the pay period begins on the 15<sup>th</sup> which falls on a Tuesday, the effective date of the work schedule change must be entered as May 14<sup>th</sup>, which is a Monday. The effective date must be entered in a MM/DD/YYYY format. (05/02/2005)
- **Show Previous Work Schedule** – Clicking this option allows the employee to view work schedules that had been approved and utilized in previous pay periods.
- **Show Future Work Schedules** – ETS allows work schedules to be entered for employees with an effective date in future pay periods. Clicking this option allows the employee to view work schedules that have been entered and saved in ETS to become effective at a later date.



### III. EMPLOYEE INFORMATION WINDOW:

Employee Personal Information	
Employee Name	John Doe Employee
Position Code	30-108-02-01-00-00-012
Employment Type	F
OT Status	1
AWS Option	A
Annual Months of Service	100
Sick Months of Service	100
Email Address	_____ @mail.state.ky.us

This table reflects employee information that is automatically populated from information contained in the employee's official request for personnel action (P-1) and stored in UPPS. The purpose of the Employee Information Screen is to summarize key information regarding the user (or the current employee if the user is reviewing the screen through the Timekeeping/Approvals Screen). This information is "view only" and cannot be updated by the employee, timekeeper or manager. Changes will be made when HR Staff processes an official request for personnel action (P-1). This information is unique to the employee and is listed as follows:

- Employee Name
- Position Code – This indicates the employee's 16-digi position number. This information is maintained in UPPS and is downloaded into ETS nightly.
- Employment Type – Employment Type can be one of the following:
  1. F = Permanent Full Time, Merit or Non-Merit
  2. P = Part-time, hourly wage employee.
  3. L = Part-time employee working under 100 hours per month.
  4. I = Interim employee, not working over 9 months in any calendar year.

- OT Status – This indicates the current overtime status code for the employee. The options are as follows:
  1. 1 = Compensatory time is earned on an hour-for-hour basis for any hours worked over 40 in any work week. No overtime and no compensatory time earned at a time-and-one-half rate is allowed.
  2. 2 = Compensatory time is earned at a time-and-one-half rate for all hours worked over 40 in any work week.
  3. 3 = Overtime pay is earned at a time-and-a-half rate for all hours worked over 40 in any workweek. NOTE: Overtime status changes can be made only once every six (6) months and must be submitted on the appropriate form that has been approved by a manager or supervisor.
- Annual Months of Service – This indicates the number of months of service credit that the employee has earned while working for state government, for which annual leave was granted. This information is updated from UPPS and is used to determine leave accrual rates for the employee.
- Sick Months of Service - This indicates the number of months of service credit that the employee has earned while working for state government, for which sick leave was granted. This information is updated from UPPS and is used to determine leave accrual rates for the employee. It is also used to determine when the employee has met the 10 and 20 year thresholds of service to qualify for additional lump sums of sick leave.
- E-Mail Address – This indicates the internet e-mail address for the employee. This address was entered by the employee at their initial ETS sign on (or by HR staff at a later date). This address may be the supervisor's e-mail address if the employee does not have an e-mail address.

#### IV. DIFFERENT PAY PERIOD:

This screen allows the user to select a different pay period to view historical information submitted on timesheets.

**Time Summary | Work Schedule | Employee Info | Different PayPeriod | Help | Exit |**  
Name : **John Doe Employee** Pay Period Ending : March 31, 2002 OT Status : 1 AWS Option : A NOT APPROVED

To get to different Pay Period click on the pay period range from the drop down list below  
(Click the down arrow to the left of the Select one box)

Select a Pay Period :

To get to different Pay Period that have been VOIDED due to personal information changes click on the pay period range from the drop down list below  
(Click the down arrow to the left of the Select one box)

Select a VOIDED Pay Period:

- Select a Pay Period – This drop down box allows the user to view timesheets that have previously been submitted and approved. The user highlights the pay period date of the timesheet they need to view and hit the OK button to bring up the appropriate timesheet. A CANCEL button is also available if the user should decide they do not want to view any timesheets from a different pay period.
- Select a VOIDED Pay Period – ETS is programmed to allow HR staff to VOID an employee's timesheet. When this happens, a blank timesheet is built the next day for the employee. All previously entered time and attendance records are voided, but saved here for the employee's convenience. The user highlights the pay period date of the timesheet he/she wants to view and clicks the OK button to bring up the appropriate timesheet. A CANCEL button is also available if the user should decide they do not want to view any timesheets from a different pay period. The "Voided" pay period feature is also used when your timekeeper adjusts your Work Schedule Screen –or- the state's payroll system updates ETS and your Employee Info Window changes (i.e. Position Code or OT status code).

